

## Flexible Work Option Guidelines

**Regular Work Week:** A full-time (37.5 hours/week) schedule.

**Compressed Work Week:** A full-time (37.5 hours/week) schedule is compressed into 4 work days with an identified day off. For example, an employee works three 9.5 days and one 9-hour day (add a 30-minute or one-hour lunch). The days in which the employee works will be identified and agreed upon with their immediate supervisor. No workday shall be longer than 9.5 hours (excluding lunch). Sample schedules can be found in Attachment A.

The supervisor provides each of his/her employees the option to participate in the compressed work week. Once the supervisor knows the interest, the supervisor will review the schedules to ensure department coverage during the M-F work week.

**Flex Time:** An option for those not wanting to or unable to work a compressed work week that gives them some time off during the work day, but still working 37.5 hours / week. For example, an employee wishes to leave early one day. The supervisor approves the employee working from 8:30 to 5:30 on Tuesday, so that the employee can leave at 3:30 on Friday.

### Procedures:

- A. Employees wishing to request some form of flex time / compressed work week schedule must submit their request in writing to their branch manager (See Attachment B). The request should include the type of schedule that they wish to choose and any information that may be relevant for the manager to make a decision, such as how position requirements would be met under the requested schedule (i.e. cross training in department would allow another to cover urgent need).
- B. The manager will evaluate the request, and if needed, discuss with the next level supervisor, to determine if the request can be accommodated. The manager will notify the employee whether the request or a modified version is approved.
- C. Managers may also initiate a dialogue with staff regarding other possible flexible scheduling arrangements that might benefit the employee and the department.

### Further Conditions of the Compressed Work Week:

- The workdays shall be no more than 9.5 hours a day and not exceeding 40 hours for each week (excluding lunch).
- The arrangement can be discontinued at any time at the discretion of the supervisor if the arrangement does not meet the operational needs of the department and/or the employee fails to comply with the completed and approved Compressed Work Week Agreement.
- Any employee who wishes to enroll in Compressed Work Week options must carry a total of annual and/or comp time equal to 15 hours or greater to participate.
- An employee who falls "below" the required 15 hours automatically loses compressed schedule privileges until their earned time meets the flex schedule requirements to participate and they receive management approval. This employee will also receive time management counseling from their director, manager, or immediate supervisor at this time.
- To participate in a compressed schedule, employees must manage their comp time below 240 hours to ensure they do not become eligible for Block 50.
- An employee starting a new compressed schedule may elect to work this schedule for a two week trial period. If the schedule works they may continue to work the schedule on a monthly basis; if the schedule does not work they may default back to the 37.5 hours/week schedule.

- Unless a two week trial period applies, all compressed schedule contracts must be signed monthly. A contract for the two week trial period must still be signed.
- All employees on a compressed schedule will sign a contract monthly.
- No one will be allowed to begin a work day prior to 6:30 a.m. and no one will work after 5:30 p.m.
- The employee must maintain the expected quantity and quality of work.
- A branch manager or supervisor must be on staff at all times. In the event a manger or supervisor calls in and supervision is not available at the start or end of a shift, one of the commissioner's two support staff will be appointed as a second line point person as back up for managing the sign in and sign out book.
- All employees who have a 30-minute lunch schedule must take their lunch and do not have an option to work through and claim comp time.
- Any employee with an adverse weather balance will default their flex schedule until the time is made up.
- Employees working compressed schedules should make every effort to schedule personal appointments on their flex day off. Request for time off when you are on the compressed schedule *may not* be approved by management or your compressed schedule privileges may be revoked for a period of time.
- Management reserves the right to default employees to a different or regular work schedule when events or workloads may require a change. For example: Open Enrollment.
- Employees electing compressed schedules may not always be able to elect Friday as their day off. Management reserves the right to assign days off or alternate days off between employees in an effort to provide adequate coverage in each branch.

#### **General Attendance Guidelines:**

- Employees have a seven minute arrival allowance before they are considered tardy.
- Employees arriving late and receiving a tardy may make up their time with management approval, at the end of the day, if that does not result in the employee staying past 5:30, or they must take the appropriate leave time for arriving late.
- An employee who experiences three unscheduled late arrivals in a month will receive time management counseling from their reporting supervisor or manager, which could result in a schedule change. Three additional late arrivals within the same month will result in a loss of compressed schedule privileges for three months.

**Attachment A**  
**Flexible Work Options**

**SCHEDULE 1 - REGULAR**

- 1A is a regular 7.50 hour work day, 5 days a week, with an hour lunch
- 1B is a regular 7.50 hour work day, 5 days a week, with a 30 minute lunch.

**SCHEDULE 2 - COMPRESSED**

- 2A requires 3 – 10 hour days (9.5 work hours with a 30 minute lunch), 1 - 9.5 hour day (9.0 work hours with a 30 minute lunch), and one full work week day off.
- 2B will require 3 – 10.5 hour days (9.5 work hours plus a 1 hour lunch), 1 – 10 hour day (9.0 work hours with a 1 hour lunch), and one full work week day off.

Note: If any week on this schedule contains a holiday, the schedule will automatically default to Schedule 1 for the week.

**SCHEDULE 3 - COMPRESSED**

- 3A Requires 4 – 9 hour days (8 work hours with a 1 hour lunch), 1 – 6.5 hour day (5.5 work hours with a 1 hour lunch), and half day off each work week.
- 3B Requires 4 – 8.5 hour days (8 work hours with a 30 minute lunch), 1 – 6.0 hour day (5.5 work hours with a 30 minute lunch), and half day off each work week.
  - This plan was designed for those people who have child care issues or a second job and cannot work the long extended hours required by Compressed Schedule 2. If any week on this schedule contains a holiday, the schedule will automatically default to Schedule 1A for the week.
  - The day of the week the half day falls on must receive management approval. You must take at least 30 minutes of lunch with this option and the start times for this option are only 7:30 or 8:00. An employee should take their lunch 4 hours after their start time. So if the employee starts at 8:00, they need to take a lunch break at 12:00. If the employee leaves at 2:30 p.m. on their scheduled half day they will not be allowed to take an hour lunch at 1:30 p.m. to 2:30 p.m.

Note: If any week on this schedule contains a holiday, the schedule will automatically default to Schedule 1 for the week.

**SCHEDULE 4 – COMPRESSED TWO WEEK PERIOD**

- Requires employee to adjust schedule in two-week increments and to earn 75 hours in two weeks; the 40-hour week must be worked in week one of the two-week increment.
  - Week 1: 5 – 8.5 hour days (8 work hours with a 30 minute lunch)
  - Week 2: 2 – 9.5 hour days (9 work hours with a 30 minute lunch), 2 – 8.5 hour days (8 work hours with a 30 minute lunch), and one full work week day off

Note: If any week on this schedule contains a holiday, the schedule will automatically default to Schedule 1 for two weeks.

**Attachment B****Flexible Work Options  
Schedule Work Agreement****Employee Name:** \_\_\_\_\_**Department:** \_\_\_\_\_**Date:** \_\_\_\_\_**Work Schedule**

We have agreed that this will be your compressed work schedule. You understand that if business needs change, with reasonable notice, you will be expected to adjust your work schedule to meet the needs of the department. We also expect that you will make every effort to arrange your personal appointments either on your days off or after work hours. The work schedule is as follows:

**Schedule 1A** ☐  
**Schedule 3A** ☐**Schedule 1B** ☐  
**Schedule 3B** ☐**Schedule 2A** ☐  
**Schedule 4** ☐**Schedule 2B** ☐

Week of										
<b>Monday</b>										
<b>Tuesday</b>										
<b>Wednesday</b>										
<b>Thursday</b>										
<b>Friday</b>										
<b>Total</b>										

**Cancellation**

Management reserves the right at any time to change the work schedule, including restoring it to a regular full time schedule, if business needs change or if management determines that this work schedule is not successful.

**Holidays**

During compressed work weeks where paid holidays occur, the schedule will automatically default to Schedule 1 for the week.

**Meetings / Work Commitments**

All attempts should be made prior to submitting a compressed work week request that recognize scheduled meetings and other work commitments. A request will not be granted if there is a meeting / work event scheduled on your scheduled weekday day off without making prior alternative arrangements.

**Employee Signature:** \_\_\_\_\_**Date:** \_\_\_\_\_**Manager Signature:** \_\_\_\_\_**Date:** \_\_\_\_\_

**Attachment B – SAMPLE ONE  
Flexible Work Options  
Schedule Work Agreement**

**Employee Name:** John Doe

**Department:** Commissioner's Office

**Date:** 4/30/09

**Work Schedule**

We have agreed that this will be your compressed work schedule. You understand that if business needs change, with reasonable notice, you will be expected to adjust your work schedule to meet the needs of the department. We also expect that you will make every effort to arrange your personal appointments either on your days off or after work hours. The work schedule is as follows:

Schedule 1A ☐  
Schedule 3A ☐

Schedule 1B ☐  
Schedule 3B ☐

Schedule 2A ☒  
Schedule 4 ☐

Schedule 2B ☐

Week of	6/1 – 6/5		6/8 – 6/12		6/15 – 6/19		6/22 – 6/26		6/29 – 7/3	
<b>Monday</b>	7:30 – 5:30	9.5	7:30 – 5:30	9.5	7:30 – 5:30	9.5	7:30 – 5:30	9.5	8:00 – 4:30	7.5
<b>Tuesday</b>	7:30 – 5:30	9.5	7:30 – 5:30	9.5	7:30 – 5:30	9.5	7:30 – 5:30	9.5	8:00 – 4:30	7.5
<b>Wednesday</b>	7:30 – 5:30	9.5	7:30 – 5:30	9.5	7:30 – 5:30	9.5	7:30 – 5:30	9.5	8:00 – 4:30	7.5
<b>Thursday</b>	7:30 – 5:00	9.0	7:30 – 5:00	9.0	7:30 – 5:00	9.0	7:30 – 5:00	9.0	8:00 – 4:30	7.5
<b>Friday</b>	Flex		Flex		Flex		Flex		Holiday	7.5
<b>Total</b>		37.5		37.5		37.5				37.5

**Cancellation**

Management reserves the right at any time to change the work schedule, including restoring it to a regular full time schedule, if business needs change or if management determines that this work schedule is not successful.

**Holidays**

During compressed work weeks where paid holidays occur, the schedule will automatically default to Schedule 1 for the week.

**Meetings / Work Commitments**

All attempts should be made prior to submitting a compressed work week request that recognize scheduled meetings and other work commitments. A request will not be granted if there is a meeting / work event scheduled on your scheduled weekday day off without making prior alternative arrangements.

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Manager Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Attachment B – SAMPLE TWO  
Flexible Work Options  
Schedule Work Agreement**

**Employee Name:** John Doe

**Department:** Commissioner's Office

**Date:** 4/30/09

**Work Schedule**

We have agreed that this will be your compressed work schedule. You understand that if business needs change, with reasonable notice, you will be expected to adjust your work schedule to meet the needs of the department. We also expect that you will make every effort to arrange your personal appointments either on your days off or after work hours. The work schedule is as follows:

Schedule 1A ☐  
Schedule 3A ☐

Schedule 1B ☐  
Schedule 3B ☐

Schedule 2A ☐  
Schedule 4 ☒

Schedule 2B ☐

Week of	6/8 – 6/12		6/22 – 6/26		6/29 – 7/3		7/6 – 7/10	
<b>Monday</b>	8:00 – 4:30	8	7:45 – 5:15	9	8:00 – 4:30	7.5	8:00 – 4:30	7.5
<b>Tuesday</b>	8:00 – 4:30	8	7:45 – 5:15	9	8:00 – 4:30	7.5	8:00 – 4:30	7.5
<b>Wednesday</b>	8:00 – 4:30	8	7:45 – 5:15	9	8:00 – 4:30	7.5	8:00 – 4:30	7.5
<b>Thursday</b>	8:00 – 4:30	8	8:00 – 4:30	8.5	8:00 – 4:30	7.5	8:00 – 4:30	7.5
<b>Friday</b>	8:00 – 4:30	8	Flex		Holiday	7.5	8:00 – 4:30	7.5
<b>Total</b>		40		35		37.5		37.5

**Cancellation**

Management reserves the right at any time to change the work schedule, including restoring it to a regular full time schedule, if business needs change or if management determines that this work schedule is not successful.

**Holidays**

During compressed work weeks where paid holidays occur, the schedule will automatically default to Schedule 1 for the week.

**Meetings / Work Commitments**

All attempts should be made prior to submitting a compressed work week request that recognize scheduled meetings and other work commitments. A request will not be granted if there is a meeting / work event scheduled on your scheduled weekday day off without making prior alternative arrangements.

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Manager Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_